

~~SECRET~~

OK ✓
HSC
RUP

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Printing Services, Div., OL

DATE: 7 July 1965

FROM : Chief, Security Staff, OL

SUBJECT: Destruction of Classified Metal Printing Plates

→ C/LSD
D/O L has requested my comments regarding attached memo. He has suggested the OL/Printing Services Div. be made responsible for the destruction of their own plates. Would appreciate coordination with OL/SS on any surveys - recommendations, etc.

also! my error; see attached Rautin sheet signed by C/LSD

Distribution:

Orig. - addressee

1 - BSB/OS Attn:

1 - file

50X1

50X1

~~SECRET~~

UNCLASSIFIED		CONFIDENTIAL		☒ SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		INITIALS
1	OK SECURITY OFF				
2	RTS I				
3					
4					
5					
6	C/LSD				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
YOUR COMMENTS PLEASE. WHY NOT MAKE PSD RESPONSIBLE FOR THEIR OWN DESTRUCTION OF PLATES					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
C/LSD				30 JUNE	
UNCLASSIFIED		CONFIDENTIAL		☒ SECRET	

28 June 1965

Memorandum for the Record

SUBJECT: Destruction of Classified Metal Printing Plates**BACKGROUND**

The Agency, through its various printing facilities, generates approximately one thousand (1,000) pounds of aluminum printing plates per month. These plates vary in classification from non-classified through "code-word". The Agency has no facilities within its own confines nor has the government any controlled military facilities to effect the disposal of these plates. General Services Administration has arranged a contract with a local scrap iron works (Bladensburg Scrap Metal) to melt these plates down on a demand basis.

REPORT OF PLATE DISPOSAL ON 22 JUNE 1965

The undersigned, accompanied by [redacted] Office of Security, an Agency truck driver and two (2) M badge Agency laborers, departed Headquarters Building for South Building at approximately 10:15 am.

STAT [redacted] from Printing Services Division, South Building, stated that occasional pick ups are required from the Duke Street printing plant as well as from South Building. The Headquarters printing facilities, [redacted] also generates a considerable quantity of "TS" and "code-word" classified plates. On this particular run, three (3) large boxes of "secret" or lower plates and one (1) aluminum foot locker of "code-word" plates were picked up from South Building. The truck then proceeded through Washington to the scrap metal company in Bladensburg, Maryland.

The arrangements with Bladensburg Scrap Metal had been made by [redacted] Printing Services Division, and the furnace was heated and ready for use on our arrival. There was some discussion as to the more efficient route for collecting this material.

The plant facility is a modern brick building which contains commercial weighing scales at one end and several large melting furnaces in the other. The area in which the plates were to be melted down was immediately adjacent to another smaller furnace at which

STAT

STAT

STAT

employees were working ladeling out "type-setters" lead. The entire area is open with no physical means to provide separation between the various furnaces. The furnace used to melt down classified plates contains a sheet metal shield which is closed except for the actual melting operation. The "TS" and "code-word" metal plates were loaded into the furnace by Agency personnel. The "secret" and lower plates, because they were prepared with the face of the plate folded in, were loaded into the furnace by plant employees. During my approximate six (6) hour stay at the plant, no personnel other than those employed by the plant were noticed in the area, and signs are prominently displayed outside the furnace room to the extent that GSA security restrictions prohibits other than plant employees. The final load of plates were deposited in the furnace at approximately 1430 hours and were completely melted down by approximately 1530 hours.

During the course of this disposal operation no unusual signs of curiosity on the part of the plant employees was noticed, and everyone concerned seemed quite helpful and willing to abide by whatever ground rules we established at that time.

RECOMMENDATIONS

Based on my personal analysis of the disposal procedure used, I recommend that the following changes be made:

1. Office of Security provide an armed security escort or a GSA police officer to escort the truck from the time of its first pick up and to remain at the plant until all material has been melted down.
2. That Building Services Branch provide one (1) "H" badge employee to accompany this truck and to take the responsibility of feeding "code-word" material into the furnace.
3. That efforts be made to consolidate all metal plates at one (1) location prior to the actual pick up date thereby reducing truck running time and permitting an earlier start for the plant.
4. That one (1) set of special protective clothing, consisting of a face shield, gloves, and an apron of fire and heat resistance material, be purchased and kept available specifically for this use.

STAT

STAT

The operation at the plant appears basically quite simple and efficient, and I have no recommendation on this part of the operation.

RECEIVED
JAN 10 1964